



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	PS: AGRI COMPLIANCE SPEC (EL) [WORK TITLE MANUFACTURED FOOD SPECIALIST]
POSITION NUMBER:	00053016
LOCATION:	FOOD SAFETY DIVISION, MANUFACTURED FOOD PROGRAM THIS POSITION IS ASSIGNED TATTNALL, EVANS, BRYAN, CHATHAM, LIBERTY, LONG, WAYNE, MCINTOSH, EFFINGHAM, BULLOCH, CANDLER, BACON, PIERCE, BRANTLEY, GLYNN, CAMDEN, CHARLTON, AND APPLING (APPLICANT MUST RESIDE IN ONE OF THESE COUNTIES OR BE WILLING TO RELOCATE)
POSTING DATE:	MAY 4, 2015
APPLICATION DEADLINE:	OPEN UNTIL FILLED
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	12
ENTRY SALARY:	\$2,583.33/Month or equivalent to knowledge & experience

DESCRIPTION OF DUTIES: THIS POSITION IS ASSIGNED TATTNALL, EVANS, BRYAN, CHATHAM, LIBERTY, LONG, WAYNE, MCINTOSH, EFFINGHAM, BULLOCH, CANDLER, BACON, PIERCE, BRANTLEY, GLYNN, CAMDEN, CHARLTON, AND APPLING (APPLICANT MUST RESIDE IN ONE OF THESE COUNTIES OR BE WILLING TO RELOCATE)

A. Inspects and investigates food & dairy manufacturing facilities. Performs duties in a manner to insure compliance with applicable rules and regulations, Code of Federal Regulations (CFR), and Pasteurized Milk Ordinance (PMO) requirements. Advises food and dairy firm owners, managers and personnel.

1. Conducts inspections of all assigned firms using established frequencies and procedures based on applicable laws, rules and regulations relative to sanitation, physical requirements, accuracy of scales, food safety, product labeling, refrigeration, finished product testing and reporting of positive results, etc.
2. Observes employees of food and dairy firms for adherence to health and food sanitation regulations and GMP's governing cleanliness.
3. Advises food and dairy firm managers and personnel about health and food sanitation rules and regulations.
4. Notifies supervisor immediately when food or dairy firms have imminent food sanitation hazards, do not meet minimum standards, or when problems or significant changes in assigned area occur.
5. Reviews plans and specifications for new or renovated food establishments. Consults with owners and/or builders to bring plans into compliance with applicable rules and regulations and provides technical explanations to industry persons when needed.
6. Submits license application, documents, and fee in accordance with established policies, laws, rules, and regulations.
7. Briefs food or dairy firm person in charge on inspection or investigation findings, detailing corrective action when necessary, completing supportive documentation in an accurate and timely manner.
8. Issues stop sale order or witnesses a voluntary destruction on food items suspected of being adulterated, contaminated, or misbranded.
9. Maintains all State issued equipment properly.
10. On assigned dairy firms - Maintains a minimum enforcement rating on State ratings and federal check ratings of 90, showing a high degree of assisting and following up on violations found in any applicable area.
11. Examines plant records to ascertain that required specialized training and documentation are in compliance with regulations during each inspection.
12. Works with other State and Federal agencies as assigned.

B. Collects samples of food and dairy finished products, processed products, environmental swabs, raw milk and water samples as necessary from all firms in assigned area of responsibility and/or as directed according to established procedures. Distributes samples to laboratories for analysis.

1. Insures integrity of samples utilizing sanitary sampling procedures and transporting within the established time frame.
2. Selects and packs all samples in secure manner and properly identified for transporting to laboratory.
3. Selects and packs perishable samples in refrigerant for transporting to laboratory according to established requirements in a timely and efficient manner.

4. Submits an accurate and complete collection report for each sample to the food, dairy, brucellosis and/or pesticide laboratory with all required information which accompanies the sample.
5. Conducts follow-up on laboratory analysis and implements corrective action as required for violative results in a timely manner.
6. Collects follow-up on laboratory analysis and implements corrective action as required for violative results in a timely manner.
7. Collects, secures, and submits environmental swabs in accordance to rules, regulations, and guidance documents.
8. Supervises the collection of environmental swabs by employees of food and dairy facilities when applicable.

C. Provides knowledge, skills and experience to assist and guide colleagues and management.

1. Accompanies Food Processing Specialist as well as Agriculture Compliance Specialist on inspections and/or investigations using knowledge, skills, and experience.
2. Assists Food Processing Specialist with workload and specialized training. Communicates regularly with other Food Processing Specialist to insure standardized knowledge across the State.
3. Communicates regularly with Program Manager about activities such as: inspections that may require additional assistance, additional explanation, compliance issues, deficiencies, problems, workloads, performance issues, and making recommendations when necessary.

D. Conducts investigations of consumer complaints, information received from other regulatory agencies, or information received from food processing facility relative to food and dairy products. Includes possible foodborne illness, unsanitary conditions, product labeling, packaging, contamination, adulteration, reported positive results, etc. according to applicable rules and regulations.

1. Collects food and environmental samples for laboratory analysis as directed by supervisor and/or Division level staff.
2. Reviews documentation and conducts investigation to advise supervisor and/or Division level staff to determine action to be taken.
3. Briefs proper individual(s) on investigative findings in a timely manner and details corrective action when necessary.
4. Completes investigative reports in a clear, concise, and timely manner.

E. Performs State/FDA Contract Inspections, HACCP Inspections, Shellfish Inspections, and other specialized inspections as assigned.

1. Visits inspection sites according to established schedule.
2. Verifies compliance with applicable procedures and documentation requirements.
3. Samples food for laboratory analysis according to established procedures as directed by the State coordinator.
4. Checks for signs of pest and/or insects in a thorough manner.
5. Checks facility/building for disrepair according to applicable rules and regulations.
6. Observes employees of food facilities for adherence and knowledge of good personal hygiene practices and Good Manufacturing Practices.
7. Briefs Program Manager on inspection or investigation findings, detailing corrective action when necessary. Completing supportive documentation in an accurate and timely manner.

F. Maintains knowledge of current policies, laws, regulations and developments in the field by reading appropriate policy notices, interpretations and attending training sessions, meetings and conferences.

1. Attends district and agency meetings as required to maintain knowledge of health and food safety programs. Attends conferences and training courses as scheduled.
2. Reads, interprets, communicates and applies information disseminated from policy directives.

G. Provides consultation, information, technical assistance and in-service training to food and dairy personnel, industry and other personnel regarding health and food sanitation, rules and regulations and their enforcement. Maintains relationship with food and dairy industry and related entities, including Federal, State, and local agencies.

1. Provides orientation and on the job training in proper inspection and investigation methods to new staff as requested by supervisor.
2. Provides consultation and technical assistance to other personnel on health and food sanitation issues.
3. Informs supervisor of problems and/or concerns regarding the professional development of new personnel in a timely manner. Provides the supervisor with input into performance appraisals.
4. Advises supervisor of problems and/or concerns in any new sanitarian's territory in a timely manner.
5. Attends food and dairy association meetings and conferences as required.
6. Fosters a cooperative working relationship with industry, as well as academia.
7. Fosters a cooperative working relationship with Federal, State, and local agencies.

H. Prepares and completes agency, State, and Federal forms.

1. Completes time and activities in the electronic database in an efficient and timely manner.
2. Prepares and submits mileage and expense reports which are accurate and complete to supervisor on the last working day of the month.
3. Completes FDA Contracts and other federal forms in a complete, accurate and timely manner.

MINIMUM QUALIFICATIONS: Completion of a bachelor's degree in agronomy, animal science, biology, chemistry or a related area OR Certification as a registered sanitarian or environmental health specialist

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- Working knowledge of Windows computer operating system and applications.
- Working knowledge of the Digital Health Department (DHD) electronic system.

NOTE: A copy of your **official** college transcript must be submitted with your application/resume to the Georgia Department of Agriculture, Personnel Office, 19 Martin Luther King, Jr. Drive, Room 300, Agriculture Building, Atlanta, Georgia 30334 to help us

determine if you meet the qualifications for this position. Failure to submit a transcript can result in not being eligible for this specific position.

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- *Certification as a registered sanitarian or registered environmental health specialist by the National Environmental Health Association (NEHA) OR two years of professional experience conducting inspections and investigations for compliance with established state and federal health and food and/or milk sanitation laws, rules and regulations.*
- *Working knowledge of Windows computer operating system and applications.*

HOW TO APPLY: **(WE ACCEPT APPLICATIONS AND/OR RESUMES BY ANY TRANSMISSION LISTED BELOW.)**

- Mail a completed State of Georgia application and/or resume to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to (404) 463-8196;
- Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application and/or resume to GDAPersonnel@agr.georgia.gov.

Please reference the job title and position number when submitting paper applications/resumes. Applications/resumes received without a job title or position number may be considered unsolicited and may not be reviewed. This position is subject to close at any time once a satisfactory applicant has been identified.

The Georgia Department of Agriculture is an EQUAL OPPORTUNITY EMPLOYER

All applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.

All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews.

IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW, PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.